

Service Bureau Agency Benefit Vendor Instructions

The Internal Revenue Service requires that 1099's be issued to attorneys receiving garnishment payments on behalf of a client. **However, attorneys specifically identified as trustees should not be reported. If you have any questions about a particular attorney or payment, please email:**
<mailto:Danny.Bokamper@DFA.STATE.AR.US>

Please review the AASIS Vendor Report for the AASIS vendors whose vendor numbers begin with a letter "B". These vendors were set up as non-taxable. Payments were also defaulted to non-taxable.

Internal Revenue Service regulations require that if the amount of the attorney's fees is known, this amount will go into Box 7 – Non-Employee Compensation and the gross amount of the payment be placed in Box 14 – Gross proceeds paid to an attorney in connection with legal services. If the amount of the attorney's fees is unknown, the entire amount will go in Box 14.

Using the Service Bureau Agency One-Time Vendor Correction Spreadsheet, add the Attorney vendor record and the payment information divided into the proper amount column(s).

Send the Spreadsheet to:

ACCT1099SERVICEBUREAUAGENCY@DFA.STATE.AR.US